

	<p><b>ROCHESTER PARK AND RECREATION DEPARTMENT BOARD OF PARK COMMISSIONERS MEETING OF TUESDAY, JANUARY 8, 2013</b></p> <p>The regular meeting of the Board of Park Commissioners was held on Tuesday, January 8, 2013 at 4:30 p.m. in Admin Conference Room 2A &amp; 2B of the Government Center. Board President Rod Toomey called the meeting to order.</p>
<b>BOARD MEMBERS PRESENT</b>	Rod Toomey, Nora Dooley, Michael Quinn, John Sipple, Dr. Paul Scanlon, Larry Mortensen, and Nicole Anderson
<b>STAFF MEMBERS PRESENT</b>	Ron Bastian, Dale McCamish, Steve Browning, Michael Nigbur, Leif Erickson, Donna Drews, Ed Staiert, Jeff Morton, and Kelly Evans
<b>OPEN COMMENT PERIOD</b>	<p>A concerned citizen wished to be heard. She stated her concern with the Highway 14 bike trails that are half covered with snow and is concerned with safety for both the bicycles and the vehicles. Michael Nigbur explained that the trails are jointly maintained by the Park and Recreation and Public Works Departments. A map is in place of which trails are plowed and maintained and the segment referred to is currently not maintained. One reason is manpower but as more equipment becomes available, we may be able to maintain the path due to people wanting more walkability around the City. The concerned citizen drives a car and asked who has the right-of-way. Michael stated that on street bike paths, bikes and cars have equal rights to be on both of their locations. The citizen is concerned with safety of driving near the trails. Michael explained that the streets are maintained by Public Works and the State Highway Department jointly. They may be able to look at widening the area of the trail. Mr. Toomey noted that road bike paths went through the City Council as part of the complete streets concept. Michael will pass on the citizen's concerns.</p>
<b>VISITORS/DELEGATIONS</b>	Dawn Littleton, Friends of Indian Heights Park representative; Sally Gallagher, Rochester Senior Center;
<b>MEDIA PRESENT</b>	None present.
<b>BILLS</b>	Bills for the month were presented. A motion was made by Dr. Scanlon, seconded by Mr. Sipple to approve the bills. Motion carried.
<b><u>INFORMATIONAL ITEMS</u> ETHICS FORMS</b>	Ron Bastian asked that the Ethics forms be filled out, signed and turned in. This is required each year.
<b>MAYO CIVIC CENTER ADVISORY COMMITTEE UPDATE</b>	<p>Ron reported on the Mayo Civic Center Advisory Committee.</p> <p>Ron reported that discussion was held on the Mayo Civic Center business analysis. He will address this later in the meeting.</p> <p>Ron reported that discussion was held on the possibility of a 2013 bonding bill. City Administration is helping draft a bill to include the MCC expansion in a bonding bill if there is a bill. Ron reported that Gary Neumann provided the update to the committee.</p> <p>Mr. Toomey, on behalf of the Park Board, thanked Ron for the update.</p>

<p><b>ACTION ITEMS</b> <b>2013 PARK BOARD MEETING</b> <b>CALENDAR</b></p>	<p>Mr. Toomey sought discussion on setting the 2013 Park Board meeting calendar.</p> <p>Mr. Toomey pointed out that the July meeting has traditionally been moved to the following week, August 6<sup>th</sup> is National Night Out and September 3<sup>rd</sup> is the Labor Day holiday week.</p> <p>Discussion was held regarding the July meeting. It was determined that the July meeting will be held one week later on Tuesday, July 9, 2013.</p> <p>Discussion was held regarding the August meeting. Ms. Dooley would appreciate the meeting being moved due to National Night Out. She feels it is important to send the message that the events held that evening are important and oftentimes, the events are held in our parks. Ms. Dooley feels the Park Board needs to have a presence at the National Night Out events. It was determined that the August meeting will be held one week later on Tuesday, August 13, 2013.</p> <p>Discussion was held regarding the September meeting. Ms. Dooley stated that the September meeting has been moved in the past and she feels that should continue to be the case as it gives people the opportunity to plan their schedules accordingly. It was determined that the September meeting will be held one week later on Tuesday, September 10, 2013.</p> <p>A motion was made by Dr. Scanlon, seconded by Mr. Mortensen to set and approve the 2013 Park Board meeting calendar. Motion carried.</p>
<p><b>ADOPTION OF PARK BOARD</b> <b>MISSION STATEMENT</b></p>	<p>Ron reviewed that the Park Board has come a long way with its development of a mission statement. He pointed out that the mission statement has been debated, discussed, wordsmithed, the process was awesome and he likes what is in front of the Park Board.</p> <p>A motion was made by Mr. Mortensen, seconded by Ms. Dooley to adopt the Rochester Board of Park Commissioners – The Park Board Mission Statement document.</p> <p>Mr. Sipple thanked Mr. Mortensen for all of his hard work. Mr. Toomey stated that the process was awesome. Ron noted that the Mayor’s Office will be delighted to have a document available for future boards.</p> <p>The original motion was voted on at this time. Motion carried.</p>
<p><b>APPROVAL OF 2013 OPERATING</b> <b>BUDGETS</b></p>	<p>Ron said that most are aware of how the process works but he reviewed the process for those that are not aware of the budget process. Ron reviewed that the process begins in June of each year with staff putting together their budgets. Ron reviews each division’s budgets and then they are entered into the City’s budgeting system. The budgets then go to the City Administrator for initial review, discussion with the</p>

departments' representatives, and subsequent changes made. The budgets then go to the City Council for review. Ron pointed out that at one time, the Park Board held budget workshops. A workshop was not held this year but may be again in the future.

Ron announced that the City Council approved the City of Rochester's budget on December 17th. Ron explained that the Park Board must approve the Department's budget as that approval allows the Department to spend the funds that were allocated by the City Council. Ron pointed out that the numbers are 99.9% accurate. Finance will go through and make any necessary adjustments and put out a 2013 final budget.

Dr. Scanlon inquired on the Flood Control expenses and the remaining balance in that account. Michael answered that the account balance is roughly \$22 million. He explained how the expenditures are divided into above the high level water mark of the river areas (vegetation management, trees, aesthetics) and the areas below that high water mark (structural components). The Department has the lion's share of the budget as the areas we maintain (above the high level water mark) are what are seen by the public. Discussion has been held on increasing the levels for the costs being incurred by Public Works under their operating budget for expenses that relate to Flood Control.

Mr. Quinn noted his concern that the Parkway Landscape Maintenance number keeps going up rather dramatically due to taking over Highway 52 and the continued improvements to 2<sup>nd</sup> Street that need to be maintained. Mr. Quinn questioned if it is growing more than we can keep up with. He stated that it looks nice to have trees, bushes and green space but maintaining these areas is becoming a bigger expense. Ron pointed out that the original budget was proposed at a very realistic number but it got cut in half. As a result, the Department was doing half of what we really wanted to do. Sections, expectations and the level of work required are growing and are reflected in the dollars spent to maintain. Mr. Quinn noted that special equipment is needed to perform the maintenance work and he is concerned with how fast the budget has increased. Mr. Toomey noted that this conversation was held when funding was not allocated knowing that Highway 52 was coming on line and that is the biggest reason for the dramatic increase. Mr. Quinn questioned if Public Works should take part in funding the maintenance of these areas. Michael explained that part of the reason for the increasing budget is the shifting of dollars. He reviewed the areas that are being maintained currently and the areas that will be coming onto the system. He stated that projects and landscaping are growing. They are trying different methods like planting more sustainable plants. Michael stated that they are swapping dollars with Public Works to appropriately say

where costs belong. Michael pointed out that thus far, the City Council has not given any pushback on the budget. Michael noted that contract services will most likely be used rather than building our own staff to perform these services.

Mr. Quinn commented that there is no emergency fund for trees in anticipation of the emerald ash borer. He asked if the Department will go to City Administration for funding if the emerald ash borer arrives and destroys the large number of trees that it is anticipated to destroy. Ron explained that discussion on the CIP will be held at next month's meeting. He pointed out that staff is trying to build money in the CIP for this purpose. Michael noted that \$35,000 has been put into the account the past 2 years whereas \$135,000 was put into the account two years prior. He pointed out that City Administration is well aware of the emerald ash borer concerns/needs.

Mr. Sipple mentioned that we have discussed previously that there is a formula that goes into budgeting maintenance needs. Ron said this is correct and it all depends on the expectations. Michael noted that some of the projects are still shared expenses.

Mr. Toomey stated that there was no feedback or discussion from the City Council regarding the parkway landscape maintenance budget.

Mr. Quinn inquired on meetings regarding Broadway. Michael explained there is a turn back proposed for June of 2013. He noted that numerous meetings with MnDOT have been held the last couple of years regarding Broadway. He pointed out that the Department will not see a big change with the turn back as we already do some of the maintenance on Broadway. Mr. Quinn inquired on meetings with merchants regarding changes to Broadway. He has heard there will be medians, green spaces, etc., on parts of Broadway. Michael pointed out that the Downtown Master Plan included some landscaping but nothing is being done at this time.

Mr. Toomey explained that it is the Park Board's responsibility to assure that staff operates to the dollars allocated from the City Council.

Ms. Anderson inquired on salary increases and asked who that affects. Ron answered that they relate to union negotiated contracts.

Mr. Mortensen pointed out the need to recognize that over 50% of the Department's budget is salaries and benefits associated with the Department's 75 full-time employees.

Mr. Mortensen pointed out that he found the details by business unit interesting as each business unit has measures

	<p>and objectives and he encouraged the Board to review those to get a sense of what staff uses to measure performance.</p> <p>Ron commented that the Board probably does not have a good feel of all of the Department's employees. Staff is working on organizational charts for each division that will list the employees. He noted that the organizational chart on the website is for the entire Department.</p> <p>Ms. Dooley inquired on the high number of seasonal employees for the Department. Ron explained that the number includes sports officials, lifeguards, ushers, security, etc.</p> <p>Ms. Dooley noted that Parkway Landscape Maintenance is extensive and does not generate revenue whereas other facilities/areas do generate revenue. The maintenance of the entire Park System improves the quality of life for everyone. Ms. Dooley stated that it is outstanding the amount of area that is maintained in an excellent manner. Ms. Dooley noted her appreciation of the budget and detail.</p> <p>A motion was made by Mr. Mortensen, seconded by Ms. Dooley to accept the 2013 operating budgets as approved by the City Council on December 17, 2012.</p> <p>Mr. Sipple inquired on the \$20 million in sales tax funding for the Recreation/Senior Center project. He pointed out that \$12 million goes towards the expansion and asked where the remaining \$8 million is going. Ron responded that it is a combined project and separating out the \$12 million and the \$8 million is not necessarily set in stone but continued that \$12 million is planned for the Senior Center portion of the project and \$8 million is planned for the Recreation Center portion of the project. Ron explained that the project is being looked at as one project and one project budget vs. two separate projects.</p> <p>The original motion was voted on at this time. Motion carried.</p>
<p><u>CONSENT ITEMS</u></p>	<p>A motion was made by Mr. Mortensen, seconded by Mr. Quinn to approve the following consent agenda items.</p> <p>A. Approval of minutes of December 4, 2012, Park Board meeting.</p> <p>B. Approval of the 2013 equipment revolving budget.</p> <p>C. Approval of the proposed 2013 Part-Time/Seasonal Salary Schedule.</p> <p>D. See at end of consent agenda.</p> <p>E. See at end of consent agenda.</p>

Motion carried.

D. Ms. Dooley asked for verification that the Park Board is being asked to approve the proposal from Collaborative Design Group (CDG). Ron responded that this is correct. He included the preservation architect proposal from CDG and also included the engineering services proposal from CDG's subcontractor, Allman & Associates, which is not part of what is being requested to be approved. He is seeking approval of the proposal from CDG. A motion was made by Ms. Dooley, seconded by Mr. Mortensen to approve the proposal from Collaborative Design Group in the amount not to exceed \$15,240.00 for the completion of Phase 1 construction documents for the Plummer House HVAC project and authorize the Mayor and City Clerk to execute and sign the contract documents. Motion carried.

E. Ms. Dooley noted that bids are not being solicited and knows that CPMI has done outstanding work for the City. Ms. Dooley asked if bids could be sought for the construction phase which is the lion's share of the project. Ms. Dooley asked for verification that CPMI was the owner representative on the National Volleyball Center expansion project. Dale McCamish responded that this is correct and pointed out the list of City projects that CPMI has worked on. He explained that he is asking for approval for the first two phases whereas the lion's share of the project is the construction phase. Dale has asked City Administration if there are other firms to contact and he has been given a couple of names to contact for possible construction management services. Dale explained that the owner representative's main purpose is to protect the City and make sure the City is following all of the pertinent rules and laws. He acknowledged that it costs a lot of money but explained that CPMI has done a very comprehensive job of representing the City on the projects they have worked on, we have a great working relationship with CPMI and Dale feels very comfortable with them. Dale asked the Park Board to accept the first two phases and he will seek other bids for the construction phase. Ms. Dooley agrees with Dale and wanted the reasoning of not soliciting bids to be a matter of public record. Dale pointed out that CPMI is looking for office space in Rochester.

Mr. Quinn stated that CPMI's work is strictly limited to the Senior Center addition and not looking at the Recreation Center. Ron stated that is incorrect, the project is being treated as one project and with the Senior Center addition, will be one building. Mr. Quinn asked if staff is looking at improvements/updates to the Recreation Center. Ron responded yes, many improvements. He explained that the Senior Center has put together their needs and so has the Recreation Center. Dale reviewed that the Senior Center's portion of the project is 60,000 square feet. He further reviewed that the Recreation Center is concerned with the pool

side as needed improvements have not been addressed. Dale pointed out that staff has studies/figures on the improvements/updates needed to the pool. They are looking at a new entryway on the hockey side with locker rooms. They are looking at a body of water for water aerobics and include play elements. They are looking at joint use of fitness equipment, training room, etc. Dale noted that it is one project that will all be bid together.

Mr. Quinn inquired on the timetable of the project. Dale responded that it is anticipated that the project will be bid one year from now. Design will be completed between now and then with an anticipated opening date of late 2015. Mr. Toomey said the process followed will be similar to the National Volleyball Center project with the design and bidding processes. Dale explained that the City Council will approve some items due to sales tax dollars being used for the project.

Mr. Quinn stated that this project is one of the sales tax projects that have a number of people excited and talking about and he feels the project needs to be played up.

Sally Gallagher said that they are very excited about the project and there are many great community center concepts that they can model after. They feel this will be a great partnership. Ms. Gallagher hopes to be able to write grants and add more to the structure. There are many areas that can impact the entire community. Ms. Gallagher stated that they have a very exciting vision on how to keep our community healthy and bring all ages together. They know what they need from the Senior Center side but she hopes it is a seamless community center concept, not a division of ages but rather an involved community, inviting for all. Mr. Toomey commented that this was the easiest project to address as a sitting member of the Sales Tax Committee due to the outreach to both seniors and youth. Ron stated that staff will work hard to avoid a division of the use of the building.

Ron reported that he met with City Administration today regarding the sales tax projects in general. The City Council has expressed a desire to be the lead agency on approval on each of the sales tax projects. Ron explained that when the Park Board approves the services of CPMI, this will also be taken to the City Council for approval as they want to be informed and involved. Ron referred to the architect selection and noted that the City Council wants to be involved so this will be a very collaborative effort between the Park Board and City Council. Ron reported that a lot of meetings have been held with user groups by both organizations. He noted that a design committee will be formed and include user groups as well as the Park Board being represented.

A motion was made by Ms. Dooley, seconded by Dr. Scanlon to approve the hiring of CPMI for the Recreation/Senior Center,

	The Programming & Planning Phase and Designer Selection Phase, in the amount of \$11,800.00. Motion carried.
<b>DIRECTOR'S REPORT</b>	<p>1. Recreation Programming – Steve Browning has put together a report that goes back 10 years and will be presented at next month's meeting.</p> <p>2. Sales Tax Projects – At the January 14<sup>th</sup> Committee of the Whole (C.O.W.) meeting at 3:30 p.m., will be a review of the Fire Station and UCR/RCTC Stadium expansion projects. The concepts and timelines of these projects will be presented to the C.O.W. The following two weeks, Park and Recreation will most likely present the Recreation/Senior Center project.</p> <p>3. January 14<sup>th</sup> C.O.W. Meeting – At 4:00 p.m., there will be a closed door legal session regarding a labor issue. The Park Board is requested to be at the meeting.</p> <p>4. MCC Business Analysis – On January 31<sup>st</sup>, at 2:00 p.m. at the Mayo Civic Center, Strategic Advisory Group will make a presentation of its report to the City Council, Park Board and citizens. This will be an open, public meeting. The Park Board is invited and will be considered to be in session. A power point presentation will be made and then opened up for questions/comments from the City Council, Park Board and citizens.</p> <p>5. Lapeyre Donation – Dr. Andre C. Lapeyre, III and his wife, Ann, make a generous donation each year to the Department. They request that the donation be allocated to a project typically not funded in the operating budget. Their latest donation is being used to purchase training manikins for the Recreation Center. Ron will send a thank you on behalf of the Park Board and Department. Ron pointed out that the Lapeyre's train water safety dogs on Foster-Arend Lake.</p> <p>6. CIP – The CIP will be presented to the Park Board at the February meeting and staff will try to keep the Park Board abreast on the multitude of projects funded through the CIP.</p> <p>7. FTE – Staff will address the Department's full-time employees at the February meeting with organizational charts and how divisions and the Department function with full-time staff.</p> <p>8. Adopt-A-Family – Each year, the Department staff provide personal donations to a family that we adopt during the holiday season. This year, the Department raised \$400. Ron acknowledged the staff's contribution.</p> <p>9. David Holland – Ron stated that it is with sadness that he is notifying the Park Board that a Park and Recreation Department employee, David Holland, has passed away. Dave has been a Building Maintenance Worker at the Graham Arena Complex for the past five years and will be dearly missed.</p>
<b>OTHER BUSINESS</b>	Mr. Sipple commented on the nice article on the third dog park. He stated that the current dog parks are used extensively. Mr. Toomey asked for details. Michael explained that this will be a third dog park and will be located behind the Recreation Center. He noted that access to the north dog park will be more limited due to and after road construction.



	<p>Mr. Sipple commented on the interesting article on the Mower County grandstand project. He asked what Mayo Field seats. Michael answered close to 2,000. Ron is lobbying for a bill to have money allocated to amateur baseball stadiums throughout Minnesota for improvements.</p> <p>Dr. Scanlon pointed out that the cross country ski trails at Quarry Hill are in excellent condition. He stated that the RASC partnership has been good for the trails.</p> <p>Mr. Toomey referred to the Essex garden plots and what has been determined with the garden plots in conjunction with the road construction project. Michael explained that through the sales tax, Olmsted County received funding for the street project. The project will impact eight (8) acres of our garden plot area that will need to be replaced. Michael noted that staff has ideas for the relocation but nothing concrete to date.</p> <p>With no further business, the meeting was adjourned at 5:30 p.m. on a motion from Ms. Dooley, seconded by Mr. Sipple.</p>
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